



metfilm 
SCHOOL BERLIN

Student Handbook 2023–24





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1. Welcome

We are delighted to welcome you to MetFilm School, where you will become part of a community of film makers, academics, and students, all aiming to succeed in the dynamic world of film, television, acting, and screen content production.

Through your course, you will gain the core creative, practical, and business skills needed to succeed in today's screen industries and join a community of MetFilm School students and alumni of whom we are justifiably proud.

All of our courses are demanding. You have already declared yourself ready for the challenge, and we're committed to providing you with an outstanding learning experience. We expect you to be self-directed, committed, and to seek answers beyond the classroom.

We look forward to supporting your personal and professional development, encouraging you to collaborate with your fellow students and get the most out of your time at the School.

This document sets out important information which you need to know as one of our students. Please read the handbook carefully. The rules, regulations, and policies contained and referred to in this handbook form part of the formal agreement between us, and you should refer to this guide throughout the course of your studies.

This handbook is for students on both accredited and short courses at our Berlin campus of Atelier Gardens. You can download this document, but please refer to the latest version of this handbook and access all of the School's key policies and documents on the **School's website**.

You will receive course specific materials as well as module study guides at the start of each module.

If you have any questions, then please do not hesitate to contact your Programme Leader or Course Managers, or come to the Staff Office in the administration hallway, where Education and Student Support staff will endeavour to answer your queries.

Your time at MetFilm School is a rare opportunity to grow in expertise and achievement as aspiring professional film, television, and screen content producers.

Please make the most of it, forge your professional reputations, and create the future of media.

Dan Howard

MetFilm School Dean



Key Contacts

Programme specific queries should be directed to the relevant programme inbox:

BA Practical Filmmaking:

E: baf.berlin@metfilmschool.de

BA Screen Acting:

E: baac.berlin@metfilmschool.de

MA Degrees:

E: ma.berlin@metfilmschool.de

You can reach reception on:

reception.berlin@metfilmschool.de

Queries about assessments or administrative matters can be directed to our Course Managers, but you can also reach out to:

admin@metfilmschool.ac.uk

The Wellbeing Team can be reached at:

hannes.winkler@metfilm.co.uk (Berlin campus)
wellbeing@metfilmschool.ac.uk

MetFilm Futures (Careers Service) can be reached at:

metfilmfutures@metfilm.co.uk

Queries regarding kit and kit collection should be directed to:

kit.berlin@metfilmschool.de

For additional up to date contacts, visit our online contacts page available on the **Student Resources SharePoint** site. You will have to log in to access this information.

Mission

2. Starting your Studies – Key Dates & Getting to Know Facilities

Term Dates and Structure of the Teaching Day

At MetFilm School, most programmes are taught in semesters. There are normally two or three semesters across an academic year, and you will typically be enrolled across three modules per semester.

Across any given semester, teaching runs for 12 weeks, followed by a four week assessment period, which covers independent study and marking.

There are two teaching sessions per day: a morning and afternoon session:

- Morning Session: 09:00 – 13:30
- Afternoon Session: 14:30 – 19:00

You can find the most up to date information on terms dates and breaks **on our website**.

Registration and Induction

All students must register with the School on their first day of study. This is known as Registration, and is the first activity that must be completed when starting your course.

You will be asked to bring documents such as your passport, and original copies of your qualifications.

International students may also be required to show other documents as part of this process. Registration is compulsory, and is the final step in your enrolment on your course.

Check out **this handy video** which explains the Registration process, and what we require from you.

In addition to Registration, you'll be enjoying a range of activities as part of Welcome Week. These activities are designed to prepare you for life at MetFilm School, the exciting transition into higher education, and prepare you for the screen industries.

All activities scheduled on your timetable are compulsory – they cover important issues like Health & Safety, Production 'do's & don't's', academic regulations, and the all important information: how to hire film kit!

You'll also be invited to participate in our creative brief competition, and to join social events throughout the week to get to know your new classmates.

Information for International Students

If you are a student coming to study from outside the UK on a student visa sponsored by MetFilm School, you can find advice and general guidance for international students on the **Student Support pages**.

For questions around immigration advice, please turn to your Student Support Officer. Residence permits for Non-EU/EEA citizens can be applied for through the School.

It is important that international students understand their rights and responsibilities under the immigration rules.

IMPORTANT: If you are coming to Germany on a Non-EU/EEA passport, you are required to apply for a residence permit after your arrival.

Disability Support during Induction

If you need adjustments for the induction and pre-induction periods, please let your Admissions Manager know, or contact the School via the email address below.

Students can share or discuss a condition at any time during their study by contacting **wellbeing@metfilmschool.ac.uk**.

School Building Access

Students will be given a MetFilm School Student Identity Card and lanyard. This serves as an identity card for security purposes at School and on Atelier Gardens property. You will need your Student Identity Card to access different areas of the School.

Please wear your lanyard at all times when on campus!

The School's normal hours of operation are:

- **Monday to Friday: 08:00 – 21:30**

We would recommend you don't stay too late on campus unless you need to. Breaks and time away from School are important for your wellbeing.

All visitors to campus, including external crew or actors for student shoots, will need to be signed in at Reception, and should wear their visitor lanyards at all times while on the premises.

Timetable

You can find your timetable at metfilmschool.ac.uk/me.

This timetable includes information on the room booking, tutors, and modules. For a detailed breakdown of the content of individual sessions, you should consult your Module Study Guides.

Communication

You will receive a weekly email newsletter from the School. This is our main way of communicating with you. We try to ensure that any relevant news essential for teaching and learning is included in this circular.

It is your responsibility to ensure you read these emails carefully.

This email contains important news about your course, and the School more generally. It also contains work experience opportunities curated for you by MetFilm Futures.

We may also write to you directly in case of emergency.

Your contact details

You have to maintain up-to-date records of your term-time and permanent address, as well as your telephone number and email address. It is your responsibility to keep this up to date at the School, should these change following registration on your first day.

You can log in to your student record to make changes at metfilmschool.ac.uk/me.

Any personal data will be treated in confidence in accordance with the General Data Protection Regulation (GDPR), and our **Data Protection Policy**.

We will not provide a parent, relative, or guardian with information unless you, the student, have given prior written permission. Trusted contact information is provided for emergency purposes only.

Premises, Security, and Access

It is both a privilege and a responsibility to study at BUFA Studios / Atelier Gardens. Please remember, however, that there are productions and other businesses operating on the studio lot. It is therefore essential that we all show consideration for others around us, and in particular keep noise to a minimum.

Please also show a high level of respect for all staff on the studio lot, and follow instructions from any members of BUFA Studios / Atelier Gardens staff and security.

As this is a fully functioning film studio, the following specific rules apply:

- under no circumstances may any student enter any of the stages or production areas;
- under no circumstances may any student approach BUFA Studios / Atelier Gardens reception or operations staff, without consulting the Course Manager in the first instance
- the privacy of actors and crew is paramount, do not approach or in any way interfere with their privacy*;
- students are not allowed to bring visitors to the School without permission; and
- under no circumstances should any student draw electricity outside of the School area without permission.

* MetFilm School takes seriously any invasion of privacy, and a breach will normally result in the School taking disciplinary action against you.

General Health and Safety Guidelines for when you are on Campus

- All staff/students/users of MetFilm School premises should be aware of the emergency procedures. Students will be taken through this as part of their induction process.
- No medication may be administered to any students or employees.

- First Aid Kits can be found: at Reception, in the Student Kitchen in the Production Space, and in the Kit Room..
- All fire exits are clearly marked and kept free from obstruction. Please do not block corridors or fire exits. Failure to do so may jeopardise your right to shoot at MetFilm School.
- Any rubbish **MUST** be placed into the bins provided, which are emptied regularly.
- All MetFilm School premises are No Smoking or Vaping, apart from the designated smoking areas. Please use the provided ash trays and do not throw cigarettes on the ground.
- No animals are allowed on the premises, except by prior arrangement.

Your Facilities

Below is some guidance on the facilities and resources available to you at our Berlin Campus:

Kit Room

The Kit Room is situated on the ground floor of the Studio 4 building. You **must** collect and return your kit here.

Kit Room opening hours are from 08:00 – 20:00, Monday to Friday.

You can contact the Kit Room by writing to kit.berlin@metfilmschool.de.

Post Production Facilities

Edit Suites are situated on the 1st Floor of the Studio 4 building. To book them, you should use the **self-service booking facility** online.

Kitchens and Common Rooms

The School has two common rooms with microwaves and fridges.

You are free to use them anytime, but please clean up after yourself.

Atelier Gardens Café & Roots Radicals Canteen

The café is open between 09:00 and 18:00. You can buy food and hot and cold drinks there.

The canteen is located next to Studio 1 and opens daily between 12:30 and 15:00. MetFilm School students receive a subsidised lunch for €5 when presenting their student ID.

Shooting Spaces and Studio 4

- Students can make enquiries for booking shooting spaces with Reception via reception.berlin@metfilmschool.de, and can book the spaces up to two weeks prior to the requested date (if available). Weekend filming in School and on the lot is not possible.
- The spaces are booked on a first-come first-served basis, and are in demand.
- Priority goes first to teaching requirements, and second to student bookings (booked prior to 2 weeks before the date)
- Students are not allowed to build sets on Stage without the School's permission and completion of relevant Health & Safety checks.
- Students must always leave the shooting spaces in a tidy and professional manner.
- Students must not at any time bring drink or food into the shooting spaces - this is to prevent damage to sets and equipment.

Library

The School hosts a growing library of Books and DVDs on many of your course's subjects.

Students on accredited courses will be reimbursed the membership fee of the **Deutsche Kinemathek Library** at Potsdamer Platz, which has English books and film resources.

MetFilm School E-Library

MetFilm School gives students on undergraduate and postgraduate courses in Berlin and London access to a series of digital and physical libraries, and you can find a summary of these resources [here](#). These currently include:

Perlego

An online library of books, academic texts, and tools with over one million academic and non-fiction titles. Provided by the University of West London (UWL). Log in [here](#).

Proquest Ebook Central

A range of 100 books especially curated for MetFilm School students, including some of your core texts and recommended reading.

Log in [here](#) using your MetFilm School username (check your **Student Gateway** if you are not sure what this is).

Bloomsbury Screen Studies Collection

Click [here](#) for more information about this dynamic digital platform comprising exceptional content from Bloomsbury and Faber & Faber to support moving image studies, including instant access to over 315 **critical, contextual and practical** eBooks on a diverse range of genres, regions, themes, as well as practical instruction on screenwriting and filmmaking techniques.,

Log in [here](#) using your MetFilm School username and password (check your **Student Gateway** if you are not sure what that is).

Bloomsbury Drama Core Collection

Click [here](#) for more information about this collection which includes **video content** from the National Theatre, Royal Shakespeare Company, Shakespeare's Globe Theatre, Hollow Crown, BBC Films, and more; **play texts** from Methuen Drama, The Arden Shakespeare, Faber & Faber, Playwrights Canada Press, Nick Hern Books, and Aurora Metro Books; **audio plays** from LA Theatre Works; and **scholarly books** from Methuen Drama and The Arden Shakespeare.

Log in [here](#) using your MetFilm School username and password (check your **Student Gateway** if you are not sure what this is).

Quiet Spaces

The School has a quiet room that is accessible to all students. Please respect that students with Individual Support Plans (ISPs) have priority in using it.

3. Key Policies and Documents – Your Contract with Us

Our Values

MetFilm School is committed to promoting equality of opportunity for students and staff from all backgrounds, and nurturing a respectful environment for all which is free from discrimination, is equitable, and suitable.

We want to ensure we inspire academic and personal integrity, collegiality, and ethical behaviour in our students. We have a firm focus on the welfare of the individuals within the MetFilm School community. To uphold these values, we worked with students to develop a charter. The charter functions as an agreed 'Rules of Engagement' that staff and students have fed into, and will result in the best possible experience for all students.

MetFilm School Student Charter

Our courses equip students with the knowledge, skills, and mindset to prepare them for careers within the screen industries. This charter is relevant to all students on both accredited and non-accredited courses of study, as well as those on programmes that are UWL sub-contracted provision.

We expect every student to actively engage in making MetFilm School an inclusive, sustainable environment in which creative, mature, focused, and considerate individuals are valued. Students are required to treat each other and all tutors and staff with respect, and to work together in a professional manner.

Our aim is to support learning and personal development actively, respecting the rights and dignity of others, within an atmosphere that encourages creativity, intellectual rigour, and freedom of expression.

What we expect from you

MetFilm School expects you to:

- actively engage in your studies, attend teaching sessions, submit your assignments on time and ask for help when you need it;
- behave in a responsible manner, treating staff, fellow students and visitors with dignity and respect;
- uphold the School's reputation by adhering to the rules, regulations and conduct codes;
- make effective, safe, and sustainable use of all facilities that the School provides to support your learning;
- take responsibility for your own personal development, utilising the various formal and informal support mechanisms within the School;
- be familiar with student information available (in print and online) related to your course, academic policies, procedures, and assignment deadlines;
- participate actively in the School's student representative system;
- work hard and manage your time effectively;
- foster an environment of inclusion, open mindedness and respect for different backgrounds, experiences, opinions and beliefs;
- show mutual respect and an understanding of fellow students and staff, standing up for equality, diversity, and inclusion and upholding the requirements of the School's policies related to equal opportunity and diversity;
- provide us with appropriate evidence about any changes to your personal circumstances as soon as possible; and
- be clear, concise and respectful in your communications with the school in person, by email or telephone.

What you can expect from us

You can expect MetFilm School to:

- provide accurate information on all aspects of your student experience and equip you with appropriate and relevant information regarding the School's services and support;
- support you effectively through all stages of your engagement with the School from initial enquiry through to the completion of your studies;
- work with you to develop your career aspirations and strategies towards employment;
- provide a creatively and intellectually inspiring, safe and supportive learning environment;
- offer regular opportunities for you to provide feedback on your student experience;
- ensure you are kept fully informed of any changes to your study and/or support;
- actively seek your participation in the School's governance and decision making processes;
- ensure student views are taken into account; and
- treat you with fairness, respect and dignity at all times.

Unacceptable Behaviour

MetFilm School provides teaching and learning to prepare its students for a successful career in industry. We want you to leave having developed professionalism, and all the skills required to **effectively collaborate** with fellow creators.

To prepare you for an industry which is increasingly diverse and cognisant of its social responsibilities, we need to support you to uphold the highest standards of conduct.

Here is a list of unacceptable behaviour, which is likely to result in disciplinary action (this is not an exhaustive list):

- ignoring guidance or instructions issued by MetFilm School staff and tutors;
- not respecting the rights of others;
- violent, disorderly, threatening, bullying, or offensive behaviour or language;
- fraud, deceit, deception, or dishonesty in relation to the School, staff, or students;
- any action likely to cause significant injury or impairment to safety;
- any action likely to bring the School into disrepute;
- disruption or interference with other students' teaching and learning outcomes;
- disruption of the academic, administrative, or production activities of the School;
- harassment of any kind;
- damage to, or defacement of, School property;
- misuse or unauthorised use of School premises and property; and
- the distribution of material that infringes or ignores other people's ownership of copyright.

Other Important Policies and Procedures

The above Charter and Code of Conduct is only part of your contract with the School.

A full set of Terms and Conditions are shared with you with your offer letter. A full copy is available online.

You agree to these at the point of accepting your offer at the School. Please familiarise yourself with them.

Along with these terms and conditions, during the admissions and enrolment process you agree to abide by MetFilm School's Policies and Procedures. Many of these are referenced in this document.

Attendance Rules

You must arrive at teaching and production sessions on time and attend **all** scheduled teaching sessions.

Students who arrive late to teaching sessions may be excluded from the active session until the next break so as not to disrupt the teaching of those in the current session.

There are some circumstances in which absence is allowed. Please write to your programme team if you know you are going to be absent from any sessions for a good reason. MetFilm School tracks student attendance on a weekly basis and might reach out to offer support or take **disciplinary action** if you consistently demonstrate unsatisfactory levels of attendance.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: Poor attendance can influence your residence status. If you are experiencing difficulties that are preventing you from attending, speak to your programme team immediately, so that we can support you.

Disciplinary Process

If you break the Student Code of Conduct or other School policy, MetFilm School strives to resolve the matter quickly and effectively informally. However, there are times when the nature of the breach requires a formal disciplinary process, which is handled by a Panel with a right of appeal.

You can find the full detail of our disciplinary procedure in the Student Discipline Policy on our Policies and Key Documents Page.

For academic misconduct, see the section on Academic Integrity below.

It is important to note there is a separate process for academic appeals, which will be heard by the University of West London. This can be found in the **Academic Regulations**.

Reporting Bullying, Harassment and Misconduct, including Sexual Misconduct

There is no place for bullying or harassment of any kind at MetFilm School.

We want you to feel comfortable and safe reporting concerns, including bullying or harassment. We have a **Bullying and Harassment Policy**. This explains what harassment or bullying are and how the School responds to them. You can find useful information on sources of support if you are experiencing harassment or bullying in the Bullying and Harassment policy.

You can report concerns by writing to directly to **complaints@metfilmschool.ac.uk**. Relevant staff can then advise you on issues such as support, anonymity and safeguarding. You can report to this email address anonymously, though this might limit how we can address your concerns formally.

You can also speak to any trusted member of staff, or the safeguarding team (who you can spot because they normally wear turquoise safeguarding lanyards).

Acceptable use of IT and Social Media Guidance

You mustn't use the School computers to engage in, or access, any illegal activity or materials. You should familiarise yourself with the full **Acceptable Use of IT Policy**.

In particular, we want you to be careful when using social media channels like Microsoft Teams or WhatsApp.

If used appropriately, they can be powerful tools for enhancing learning, networking and enabling you to engage innovatively with the creative process. But using social media also carries some risks. Misuse of online platforms can cause harm to others and yourself, and could even put you at risk of legal or disciplinary action.

The full guidance document can be found in our **Social Media Guidance** document, but you should always follow the rules of thumb below:

- **DON'T** be negative, aggressive, or threatening towards others when you post.
- **DON'T** harass, bully, or defame individuals or groups, and steer clear of potentially offensive language.
- **DON'T** reveal sensitive or personal information about yourself or other people.
- **DON'T** post links to content that is discriminatory, illegal, or that contains evidence of you breaking the law.
- **DON'T** share sexually explicit content.
- **DON'T** breach copyright or intellectual property law.

Concerns and Complaints

We make every effort to ensure you are satisfied with your experience at MetFilm School, which includes a process for dealing with any causes for concern, dissatisfaction or complaint. We encourage all students to raise any concerns locally with a relevant staff member in the first instance, with a view to speedy resolution.

In the event that you are not satisfied with the response, there are ways to escalate your concerns. You can find out more about this in our **Student Concerns, Complaints & Appeals Policy**.

Academic Appeals

Appeals against academic decisions are formally managed by the academic appeals procedure of the University of West London.

Please see the **University of West London Appeal Regulations** for full details.

4. Our Community – Support & Using your Student Voice

The MetFilm School Community

At MetFilm School you belong to a wonderfully vibrant and dynamic community of screen creatives.

We encourage you to network with other students and alumni. The café and communal areas are great places to meet other like-minded students and develop projects outside of your studies.

We also have a student representation system and a well-established Student Senate which are a good way to get involved in the extra-curricular life of the School. There is more detail on the Senate and what they do below.

Through our network of industry contacts, we facilitate workshops and guest speaker sessions outside of teaching hours to enhance your learning. The more you engage with these, the more you will get out of your time at the School. There is also a growing calendar of social events like screenings through MetFilm Futures.

Plus, Berlin is a creative hotspot, one of the most diverse and lively cities in the world, with easy access to a huge range of cultural activities.

Inclusion Calendar

The School, with the help of the Student Senate, also supports a regular calendar of inclusion activity.

You can find the full calendar on **CANVAS**.

Wellbeing and Disability Support

We are committed to each student's wellbeing, and there are a range of support mechanisms in place to help you progress on your course of study.

Counselling

Our dedicated student Counselling Service offers a free and confidential service to any student who needs it – including individual counselling, group sessions, and general wellbeing advice. There are normally six free sessions available to students.

Sessions are delivered both online and in person, giving students flexibility and choice about the way they access the service. These 50-minute sessions offer a confidential, safe space for you to discuss and share whatever is going on in your life at the moment – a place for you to explore how you can improve some of the immediate challenges affecting your school work or general wellbeing.

Book a session or simply ask for some advice via **counselling@metfilmschool.co.uk**.

Togetherall

MetFilm School students can access **Togetherall**, our mental health and wellbeing portal. Togetherall is an anonymous community where members can reach out for support with their mental health. Access is available 24 hours a day, 365 days a year.

You will be able to access trained professionals, self-assessments and resources and a wide range of self-guided courses to complete at your own pace. You can join using their academic email address.



Register today for FREE

Mental health support. 24/7.

Confidential. Online Community.

Disabled and Neurodiverse Support

MetFilm School wants all students to have equal access to their course and facilities. The Student Services team provides confidential, specialist advice to help address any physical, study or communication barriers students may find in the learning environment. Student Services work hand in hand with academic staff to support students with a wide range of disabilities and long-term health conditions including:

- neurodiversity and specified learning differences (such as dyslexia, dyspraxia, ADHD);
- mental health difficulties (such as depression, bi-polar disorder);
- long-term medical conditions (such as HIV, cancer, multiple sclerosis);
- hidden disabilities (such as diabetes, asthma, epilepsy);
- sensory impairments (such as visual impairment, hearing impairment); and
- mobility or physical impairments (such as paralysis, arthritis)

You can register with the team during enrolment or any time during your studies. Alternatively, you can book an appointment with a member of the team to discuss your circumstances and support arrangements.

We encourage students to disclose disability or support needs as early as possible, so the correct support can be set up to help you reach your full potential.

Please visit the **Student Support team pages** to find out more about the Student Support team and how we can help you.

Career Guidance for Students

Through regular tutorial meetings, students are encouraged to think, prepare, and develop their learning goals in line with their evolving career aspirations. The Education Team are available for additional meetings if requested by students.

MetFilm Futures provide advice on careers, festival submissions and job noticeboard postings, as well as links to Masterclasses and Seminars. Students can sign up for Career Advice sessions on Celcat, and access Career and Festival advice publications.

Our guest speaker sessions feature a wide range of industry-recognised guests from the world of film, television, new media platforms, marketing and distribution, entertainment business, production, and post production.

If you would like more information about MetFilm Futures, contact the team on metfilmfutures@metfilm.co.uk, or meet with Silke Ewald, MetFilm Futures Co-ordinator on campus: silkeewald@metfilmschool.de.

Financial Support and Hardship

The MetFilm School Discretionary Support Fund provides discretionary financial assistance to help students to remain in higher education if they are facing unexpected financial difficulties. It can help to alleviate short term financial hardship and intervene where students may consider leaving higher education due to financial problems.

You can find out more by visiting the **Discretionary Support Fund** information pages.

Student Voice

Students are encouraged to play a full part in the decision-making processes at MetFilm School, and there are lots of opportunities for you to shape the future of the School and your own educational experience.

Student Reps

Reps represent their fellow students in formal meetings where decisions are made. The role of these Student Reps is to gather feedback from their peers and share this with the programme teams in a respectful and constructive way to improve the student experience.

Student Reps are normally elected by students at the beginning of the academic year (though they might have to be selected if there are no volunteers). There are usually two Reps from each cohort of each course.

Training is provided for Student Reps and an FAQ area and handbook are available on **CANVAS**.

Student Voice Committee Meetings

There are regular informal Rep meetings, and each course also has a formal meeting to engage with student representatives and gather feedback. These meetings are called Student Voice Committees.

These meetings provide a platform to consult and gather feedback from student representatives to enhance the programme-specific student experience. The meetings keep track of annual action plans to improve the courses and are a key place where news about the School and your course is shared. They are held four times a year, and Reps have a duty to attend if they are able. You will be allowed to miss teaching sessions to attend these meetings.

Other Committees

In addition to the Student Voice Committees noted above, many of the other formal committees which make decisions about key matters at the School are also attended by student reps or members of the elected Student Senate.

Student Surveys and Feedback

We encourage you to speak to your course team if you wish to give informal feedback, but in addition to this you will be invited to complete an annual student satisfaction survey, and may also be asked to fill our module evaluations.

You might be eligible to complete the annual National Student Survey. This is a census of all UK students in their final year of an undergraduate course. The results are published on the Office for Students website. Eligible students are contacted about this at various points throughout the year.

Please take the time to complete as many of these as possible when they are sent to you. Your answers directly inform decision making at the School, and are one of the best ways you can give us direct individual feedback.

Student Senate

The Student Senate is made up of the elected student representatives across the campuses, and is led by the Student President, and three Vice Presidents (VPs). In addition to this, the Senate also has a VP Green Officer, and an Equality, Diversity, and Inclusion Officer.

The Senate acts as a general sounding board for student opinion. It operates across courses and provides a forum for you to present your views on any non-course specific matters.

It receives reports from student representatives on any matters affecting them, communicates key updates to the student body and supports the student community by contributing to an annual programme of fun and useful events and campaigns for students.

You can write directly to your senate at **senate@metfilmschool.ac.uk**.

If you are interested in running for the elected roles, hustings and elections normally run in October and you can find lots of relevant information about the Senate on the **CANVAS Senate page**.

Student Community Reps

Student Community Reps are voluntary roles for students who want to support their particular community (be that a particular nationality, ethnicity, or other group) at committee level.

Community Reps take an active role in our Equality, Diversity, and Inclusion Committee. If you want to find out more or are interested in becoming a Community Rep, visit the Rep Area on **CANVAS**.

5. Teaching and Learning – Submitting Assignments, Academic Rules & Academic Integrity

This section is designed to help you understand how best to navigate academic life as a MetFilm School student. It sets out guidance regarding teaching and assessment submission and academic integrity, which will help you to get the most out of your course. It also explains the principles by which all our courses operate.

Further specific information can be found in your Module Study Guides on CANVAS.

CANVAS (Learning Management System)

CANVAS is MetFilm School's Learning Management System. It is a software that students use to access information and resources about MetFilm School, modules and support processes. It can be accessed through any computer connected to the internet or local MetFilm network via web-browser at metfilmschool.instructure.com/login/canvas.

You can also access CANVAS on your phone by downloading from the [Android Play Store](#) or the [App Store](#).

CANVAS is used to:

- store official documents relating to modules, such as Module Study Guides;
- submit work for assessment and access online feedback;
- interact and communicate with your learning community; and
- provide advice on production, post production, and equipment.

You will receive training on how to use CANVAS during welcome week.

How will you learn?

During your time at MetFilm School, you will experience a variety of teaching methods. This might include any of the following:

Lectures

These are sessions for bigger groups and usually introduce key concepts or theories of a variety of subjects.

Seminars and Workshops

Seminars and workshops are usually taught in smaller groups and are designed to analyse and practice key concepts and theories.

They may include making screen content, pitching an idea or project, scriptwriting, editing, working with camera and lights, carrying out pre production tasks, or collaborating on a team project.

Tutorials

Tutorials are very small group or individual sessions between students and tutors and are designed to give detailed and specific feedback and academic support.

Peer Review and Feedback

Being able to critically reflect on your own work and the work of your fellow students in a constructive, meaningful way is a valuable skill for industry, and is key to your personal development. You may be asked to give and receive feedback in sessions, and should approach this respectfully.

Self-Directed Learning

Self-directed learning includes times when you are expected to make independent progress on the work for a module. This may be through activities set by your tutors, personal research, and some shoots.

Research through practice

Whether preparing to shoot a film or writing an essay, all work done at the School requires research. It is at the heart of everything that you will do at the School and beyond.

For more information on this, see your Module Study Guide.

Assessments

To progress through your course and be awarded your degree, you will need to submit and pass assessments. This section summarises important information about the rules around assessment.

All MetFilm School accredited programmes are validated by the University of West London. For full details on the rules that apply, you can visit their [Academic Regulations](#) website.

Modules might have more than one element of summative assessment – normally, all elements must be passed for you to pass this module.

Submitting Work for Assessment

You will need to submit your assessments for each module via CANVAS (unless directed otherwise by your programme team).

Instructions for uploading the correct files, accepted file types and sizes can be found on your module CANVAS pages, and you should follow this guidance carefully.

The following general rules apply:

- Maximum accepted file size: 500MB. Files above this size will be automatically rejected.
- File naming conventions must be followed – details of these will appear in your Module Study Guide and on the CANVAS Module pages.
- Written submissions (like essays, portfolios, script reports, floor plans, etc.) must be submitted in **.pdf OR .docx** (other recognised MS Word formats are also acceptable). Other formats will not be accepted and may count as a non-submission and receive a **0 mark**.
- Presentation slides must be submitted in either **.ppt OR .pdf** format. Other formats will not be accepted and may count as a non-submission and receive a **0 mark**.
- Video submissions must be submitted in either **.mp4 OR .mov** file formats. Other formats will not be accepted and may count as a non-submission and receive a **0 mark**.

It is up to you to ensure you leave enough time before your submission deadline for any compressing or upload processes.

Uploading video files from outside MetFilm School is not reliable. We advise you to upload compressed files from computers at MetFilm School in good time, where the connection makes the process almost immediate.

Non-Submission

If you do not submit a module assessment by the deadline indicated in your Module Study Guide, then you will normally receive a mark of zero for that element of assessment. The assignment will be marked as a non-submission (NS). If you have a good reason for not submitting, there are processes to support you – see the information on extensions and mitigation below.

Late Submission

Late submissions are capped at the pass mark (40% for undergraduates, 50% for postgraduates) unless you have had an agreed extension or you have mitigation – see the information on exceptional circumstances below. If you submit more than ten days late, your submission will receive a mark of 0.

Resits and Retakes

If you fail an assessment, you will have to 'resit' the assignment (i.e. you will have to resubmit). Resits are 'capped', so even if you do well in a resit, you can still only achieve a **pass mark** for that element of assessment.

If you fail this resit attempt, and do not get an overall module mark that is enough to pass, then you will have to retake the entire module, including teaching and assessment, at the next available opportunity. **There is normally a cost for this.**

You should also be aware that if you have to resit or retake modules, this can have **implications on your ability to continue to the next level of study, and to complete your course within the usual timescales**. It can also impact your graduation date.

Exceptional Circumstances

The School recognises that in some circumstances you may be unable to submit an assessment by a deadline for unforeseen and unpreventable reasons. There are two possible ways to address this.

Before the submission deadline

An **extension** lets you submit your work **up to 10 calendar days** after the deadline without affecting your mark. **Mitigation** will allow you an uncapped resit opportunity at the next available opportunity.

You can choose to self-certify for extensions and mitigations. However, you only get 3 self-certifications **per element of assessment per academic year**, which you can use on both extensions and mitigation, so **you should aim to use them only when you really need them**.

We reserve the right to ask for evidence to support self-certification requests if we have concerns about the request.

If you have already had an extension, you will not be able to self-certify for a further extension or mitigation for that assessment.

Apply for an extension here:

forms.office.com/r/8CFWi8fXNj

Apply for mitigation here:

forms.office.com/r/fNfkDVeuJJ

After the submission deadline

After the deadline, you can apply for 'Late Mitigation' – in this case, you will always have to provide evidence, which will be reviewed by a Mitigation panel.

For full information on the UWL Mitigation Policy, please refer to the **UWL Extensions and Mitigation** pages.

Ethical Approval for Projects

Research and creative screen production should be undertaken under the basic principle that it does not cause harm, allow harm to be inflicted, or otherwise damage the interests of any parties involved. **Ethical approval is an essential part of the greenlight process for all projects undertaken as part of any final BA 40 credit or MA 60 credit project modules.**

You will receive links to the ethical approval form and guidance around the process in the relevant Module Study Guide and from your programme team and tutors.

If your project does not receive ethical approval, it will not be greenlit for production and you may be asked to provide more information before kit can be released to you, or to amend your approach to ensure the risk of harm to yourself, crew or other contributors is reduced. In some cases, you will have to make adaptations to the project before the School can approve it.

Going ahead with a shoot that has not been signed off is a form of academic misconduct and we may take disciplinary action against you if we find that you have gone ahead with a shoot without the appropriate greenlighting and ethical approval.

Academic Integrity

Academic integrity is about respecting your work and the work of others. You can watch this **short video** made by other UK students that gives a clear definition. At MetFilm, we want you to approach your work and the work of others with honesty and respect. Submitting work that is **wholly your own** is also the best way to ensure you are really learning and are able to take your skills into the industry.

The most common type of academic misconduct is **plagiarism**. Plagiarism is defined as the presentation of work for assessment which is not your own, in the sense that all or part of the work has been copied from another person or source.

Plagiarism in written work can occur intentionally (i.e. you copy a section from a book without referencing it) or unintentionally (i.e. you paraphrase another person's work or ideas but fail to acknowledge them as the source). In either case, it is unacceptable. This applies to all work, including written work, filmed artefacts (moving image and sound), production portfolios, critical analysis, etc.

Note that self-plagiarism is also a form of academic misconduct – this involves submitting work for assessment that you have previously published or submitted to assessment at MetFilm School or another institution.

Contract cheating is another form of misconduct. Contract cheating means submitting an essay for assessment that you have paid someone else to write. **In May 2022, the UK Government made online essay mills illegal in England. Be careful when engaging proof-reading or tutor services online, and try to access your academic support through MetFilm School if you need it, to avoid supporting illegal businesses.**

If you need help, ask your programme team. There is a lot of support on offer, and we can guide you to access it.

For full details on academic integrity and plagiarism, and how the School approaches this, please refer to the section on Academic Misconduct below, and to UWL's **Academic Offences Regulations**.

Referencing

Referencing appropriately is the first line of defence against potential academic misconduct. Across MetFilm School programmes, we all apply the same referencing system: the Harvard Referencing System.

For more information on Harvard Referencing and producing bibliographies, quotations, and citations, please refer to the MFS Harvard Referencing Guide, which you can access through the **Learning Space Intranet Page**.

How we mark your work and ensure assessments are fair

Before marks for assessment are released to you, they have to go through a quality assurance process. Work is first marked by staff who are trained in assessment processes, and then is internally moderated or second marked.

After this process of internal second marking or moderation, most modules are then externally moderated by an external examiner from another UK Higher Education Institution. This ensures that the mark you get is fair, and reflects the standards not just at MetFilm School and UWL, but across the UK.

You can find out more about this process in the Marketing, Moderation, and Feedback Procedure on our Policies and Key Documents Page.

Assessment marks are not confirmed until they have been approved by UWL module and award boards. Sometimes, these boards happen some time after you submit, so to ensure that you are able to apply what you have learned in feedback, we do provide you with marks before they are approved. **Remember that these marks are indicative, and subject to change if they haven't been agreed by the University of West London.**

Marking Turnaround

Marking of summative assessment will be completed and feedback returned to students within 20 working days across all 20 credit modules, regardless of the level of study.

Feedback on work submitted for 40 credit modules will be returned to you within 25 working days.

Student Production Support

Our Health and Safety guidelines are designed to keep you and other students safe.

It is important that you read, digest and follow these rules, as well as using your common sense and awareness.

The School's full Health and Safety policy can be accessed [here](#). You should familiarise yourself with it.

The School also has a **Production Area**, which you should familiarise yourself with. It can be accessed through the self-directed section of CANVAS.

General Health and Safety Guidelines for Productions

A Production Risk Assessment must be carried out for each production. If you don't ensure they are in place for your productions, shooting may not be greenlit.

You are legally held responsible for health and safety on your shoots. If you are negligent in carrying out the safety procedures identified within your risk assessments, you could end up in court. Negligence will be determined by the courts, but is likely to look at the circumstances and ignore your lack of experience.

Detailed Health and Safety guidance can be found in the Production Handbook. Templates and further guidance can be found on the [production site on CANVAS](#), and in the School [Health and Safety Policy on our Policies and Key Documents](#) Page.

If you are unsure about any aspect of Health and Safety, you should seek guidance from your programme team.

Insurance for Productions

MetFilm School insurance covers you whilst you are a student. Curricular exercises, and productions require appropriate contracts and Risk Assessments for insurance to be in place.

MFS insurance does not cover the following activities:

- Nudity and explicit sexual content
- Filming in the US or Canada
- Aerial photography (including drones)
- External equipment hire, including personal equipment
- Moving vehicles (including e-scooters)
- SFX: pyrotechnics
- Underwater filming and marine photography
- Non-contracted cast, crew, and locations

MetFilm insurance requires referral to the underwriters if the project involves:

- Fire and any form of heat (i.e. blow torches)
- Water (including swimming pools, hot tubs, baths, showers)
- Sexual content
- Stunts
- Filming at height – taking place more than five metres above the ground
- Hazardous materials
- Hazardous locations (i.e. cliffs, beaches, derelict locations)
- Any event likely to involve 50+ participants and volunteers combined

These lists are not exhaustive, and insurance requirements can change from time to time. Please ensure you follow the most up-to-date guidance as provided by staff.

6. Graduation and Celebrating your Achievements at the end of your Student Journey

Graduation

Graduation is one of the highlights of our academic year. It's a time to celebrate your hard work and achievements with friends and family, and to mark the start of your journey on, into the world of film and media.

We look forward to sharing this day with you and your guests.

It may seem a bit of a way off, but we've set out some of the essentials below.

The Award

Although you've spent your time with MetFilm School, your degree is awarded by our long-term academic partner, the University of West London.

UWL will be in touch with you directly with information and an invitation about your official conferment ceremony, and the awarding of your degree. This is conditional to you meeting the requirements of your degree, as outlined in your programme specification.

The UWL event, if you choose to attend, will be your **official degree conferment**.

Alternatively, you can opt to have your degree award sent to your address.